

S-E-C-R-E-T

19 February 1960


MEMORANDUM FOR THE RECORD

SUBJECT: Planning Group for Rapid Reporting System

1. The next meeting of the Agency Planning Group will take place:

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>
Tuesday - 1 March	0930	East Building Conference Room

2. Attached are summaries of the principal topics which will be discussed at the meeting:

<u>TOPIC</u>	<u>PREPARED BY</u>
Logging of Classified Reports	 Management Staff
Dissemination & Reading Panels	
Coding of Information Reports	
Intelligence Watch Officer Group	
Automation in FI/RQM	
New Evaluation Form	
Reproduction of CS Reports	

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Secretary



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Attachments:

As stated above

OTR/PPS:  :nld (19 Feb 60)

Distribution:

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TRANSMITTAL SLIP		DATE 19 FEB 1960
TO: DPD-DD/P		
ROOM NO. 429	BUILDING 1717 H Street	
REMARKS:		
FROM:		
ROOM NO. 17	EXTENSION 3531	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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